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TECHNOMICS INC OAKTON VA
A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPENDIX ETC (U)
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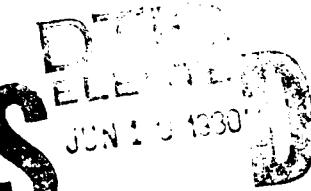
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APPENDIX 17.

PREVENTIVE MEDICINE TECHNICIAN

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③

⑥ [REDACTED] A SYSTEM APPROACH
to [REDACTED] NAVY MEDICAL [REDACTED]
EDUCATION AND TRAINING [REDACTED]



Appendix 17.

Preventive Medicine Technician.

⑯ N00914-69-C-0216

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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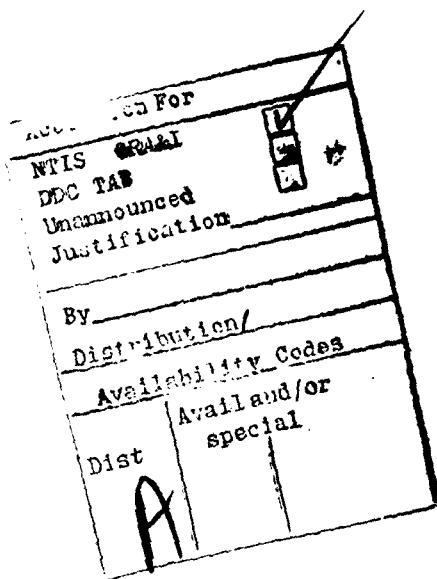
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.



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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment..

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

PREVENTIVE MEDICINE

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- | | |
|-----------|--|
| Part I | Career Background Information
(answers to be recorded in this
TASK BOOKLET) |
| Part II A | List of Tasks (answers to be
recorded on the accompanying
RESPONSE BOOKLET) |
| B | List of Instruments and
Equipment (answers to be
recorded on the accompanying
RESPONSE BOOKLET) |

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES
FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

DO NOT FILL IN

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet _____

(1)
N
Form Serial No.

(7)

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

Q1. _____ (23)

1. Dental Technician
2. Hospital Corps

Q2. Indicate your military status:

Q2. _____ (24)

1. USN
2. USNR

Q3. Indicate your pay grade:

Q3. _____ (25)

- | | |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 | |

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

Q4. _____ (26)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

ENTER
ANSWERS
HERE

Q5. Select the number to indicate your present immediate supervisor:

1. Physician
2. Dentist
3. Nurse
4. MSC Officer
5. HM or DT
6. Other (Specify) _____

Q5. ____ (27)

Q6. Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q6. ____ (28)

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as .05):

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) _____

Q7.

1. ____ % (29)
2. ____ % (31)
3. ____ % (33)
4. ____ % (35)
5. ____ % (37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

Q8. ____ (39)
____ (41)
____ (43)

ENTER
ANSWERS
HERE

- Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE. Q9. ____ (45)
- Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) Q10. ____ (47)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12. Q11a. ____ (48)
b. ____ (50)
- Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). Q12a. ____ (52)
b. ____ (53)
1. Less than 1 year 4. 6 to 10 years
2. 1 to 2 years 5. 11 to 15 years
3. 3 to 5 years 6. More than 15 years
- Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning. Q13. ____ (54)
- CODE
- | | | | |
|----|-----------------------|----|-----------------|
| 01 | Administration | 18 | Urology |
| 02 | Education | 19 | Intensive Care |
| 03 | Anesthesiology | 20 | Operating Room |
| 04 | Coronary Care | 21 | Emergency Room |
| 05 | Dermatology | 00 | Other (specify) |
| 06 | Medicine - OPD | | |
| 07 | Medicine - Wards | | |
| 08 | Obstetrics/Gynecology | | |
| 09 | Ophthalmology | | |
| 10 | Orthopedics | | |
| 11 | Otolaryngology | | |
| 12 | Medical Laboratory | | |
| 13 | Pediatrics | | |
| 14 | Psychiatry | | |
| 15 | Public Health | | |
| 16 | Radiology | | |
| 17 | General Surgery-Wards | | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

Q14. _____ (56)

Q15. _____ (57)

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 0 2 3 4 5 6 7 8 9	0 0 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 0 2 3 4 5 6 7 8 9	0 0 2 3 4 5 6 7 8 9
RESPONSE BOOKLET				
Serial No. 0233				

*My name is:*1 NAME Mary Smith*Ignore these boxes*

INSTRUCTIONS									
<ol style="list-style-type: none"> Use No. 2 pencil ONLY. Indicate responses with solid black mark in space provided. Erase COMPLETELY all changes. Do not detach forms from packet. Answer questions 2 through 5 below. See Task Statement Booklet for further instructions for completing boxes to the right. 									

Today is June 4, 1972
June = 06
1972 = 04
1972 = 72My Soc. Sec. No. is
304-26-9751

TODAY'S DATE	MONTH	1	2	3	4	5	6	7	8	9
	DAY	1	2	3	4	5	6	7	8	9
	YEAR	0	1	2	3	4	5	6	7	8
		0	1	2	3	4	5	6	7	8

SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form No. Ser. No. 0233

TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
SERIAL NO.	0 1 2 3 4 5 6 7 8 9	
	0 1 2 3 4 5 6 7 8 9	
	0 1 2 3 4 5 6 7 8 9	
	0 1 2 3 4 5 6 7 8 9	

My birthday is May 10, 1940
May = 05 1940 = 40

DATE OF BIRTH	MONTH	1	2	3	4	5	6	7	8	9
	DAY	1	2	3	4	5	6	7	8	9
	YEAR	0	1	2	3	4	5	6	7	8
		0	1	2	3	4	5	6	7	8

TASK ANALYSIS BACKGROUND DATA SHEET

SEE STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
	7	0 1 2 3 4 5 6 7 8 9	14 0 1
	8	0 1 2 3 4 5 6 7 8 9	15 0 1
	9	0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
	8	0 1 2 3 4 5 6 7 8 9	18 0 1
	9	0 1 2 3 4 5 6 7 8 9	19 0 1
	10	0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
	9	0 1 2 3 4 5 6 7 8 9	22 0 1
	10	0 1 2 3 4 5 6 7 8 9	23 0 1
	11	0 1 2 3 4 5 6 7 8 9	24 0 1
	9	0 1 2 3 4 5 6 7 8 9	25 0 1
	10	0 1 2 3 4 5 6 7 8 9	26 0 1
	11	0 1 2 3 4 5 6 7 8 9	27 0 1
	12	0 1 2 3 4 5 6 7 8 9	28 0 1

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

0 = Did not do

1 = Did less than 5 times

2 = Did 5 to 20 times

3 = Did 21 to 50 times

4 = Did 51 to 100 times

5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

0 = Did not use

1 = Used less than 5 times

2 = Used 5-20 times

3 = Used 21-50 times

4 = Used 51-100 times

5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART II A - LIST OF TASKS

xiii

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID <u>LESS THAN 5 TIMES</u>	1=1 TO 4 MINUTES	1=YES	
2=DID <u>5 TO 20 TIMES</u>	2=5 TO 10 MINUTES		
3=DID <u>21 TO 50 TIMES</u>	3=11 TO 20 MINUTES		
4=DID <u>51 TO 100 TIMES</u>	4=21 TO 30 MINUTES		
5=DID <u>MORE THAN 100 TIMES</u>	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART LIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

LEFT PAGE 01 PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01
| OF RESPONSE BOOKLET

- 1 | CLEAN AND DISINFECT WORKING AREA
- 2 | CHEMICALLY TREAT EXCRETA FROM ISOLATION UNITS FOR DISPOSAL
- 3 | DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION
- 4 | REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
- 5 | REVIEW AND EVALUATE ASEPTIC TECHNIQUES
- 6 | RECOMMEND CONCURRENT/TERMINAL DISINFECTION METHODS FOR CONTAGION WARD
- 7 | FOG AREA WITH BACTERICIDE
- 8 | DO HOUSEKEEPING/CLEANING DUTIES
- 9 | ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
- 10 | MONITOR CONTRACT HOUSEKEEPING SERVICES
- 11 | INSPECT SPACES FOR CLEANLINESS
- 12 | INSPECT TRASH AND GARBAGE DISPOSAL FACILITIES
- 13 | SPECIFY TREATMENT OF GARBAGE FOR DISPOSAL
- 14 | INSPECT GARBAGE DISPOSAL OPERATIONS
- 15 | INSPECT SEWAGE DISPOSAL SYSTEMS
- 16 | INSPECT SEWAGE DISPOSAL/TREATMENT OPERATIONS
- 17 | INSPECT SCHOOLS/NURSERIES FOR HYGIENIC CONDITIONS
- 18 | INSPECT BEAUTY SHOP
- 19 | INSPECT BARBER SHOP
- 20 | INSPECT WORKING AREAS TO ENSURE THEY MEET INDUSTRIAL HYGIENE SPECIFICATIONS
- 21 | INSPECT WORKING AREAS TO ENSURE THEY MEET SANITARY STANDARDS
- 22 | INSPECT BERTHING AREAS
- 23 | JUDGE THE HABITABILITY OF OFFICER AND ENLISTED LIVING QUARTERS
- 24 | DO CHLORINATION OF POOL WATER
- 25 | SUPERVISE CHLORINATION OF SWIMMING POOL WATER

GO TO RIGHT HAND PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01
| OF RESPONSE BOOKLET

- 26 DRAIN AND CLEAN SWIMMING POOL
- 27 INSPECT SWIMMING POOL AND BATHHOUSE
- 28 INSPECT SHOWER FACILITIES
- 29 INSPECT TOILETS AND WASHROOMS
- 30 INSPECT RECREATIONAL FACILITIES FOR HYGIENIC CONDITIONS
- 31 RECOMMEND SANITATION BILL FOR RECREATIONAL FACILITIES
- 32 COORDINATE WITH HOUSING OFFICER FOR PMO HYGIENE INSPECTIONS
- 33 INSPECT BUILDINGS FOR ADHERENCE TO SANITARY BUILDING CODES
- 34 INSPECT SPACES FOR ADEQUATE VENTILATION
- 35 INSPECT SPACES FOR ADEQUATE LIGHTING
- 36 PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS
- 37 PROVIDE ADVICE ON SHIPBOARD HYGIENE AND SANITATION
- 38 PROVIDE ADVICE ON CONSTRUCTION OF SEWAGE TREATMENT SYSTEM FOR SHIPBOARD USE
- 39 CONDUCT/SUPERVISE RABIES PROTECTION PROGRAM
- 40 SET UP/REVIEW RECORD KEEPING AND CONTROL OF DOMESTIC ANIMAL INNOCULATION
- 41 GIVE PET RABIES VACCINATIONS
- 42 ADMINISTER INTERNATIONAL QUARANTINE OF ANIMALS (PETS)
- 43 GIVE PET'S LEPTOSPIROSIS SHOTS
- 44 GIVE PET'S DISTEMPER SHOTS
- 45 BAIT/TRAP ANIMALS FOR RABIES CONTROL PROGRAM
- 46 CHECK ANIMAL FOR PRESENCE OF ECTOPARASITE
- 47 REVIEW AND EVALUATE ANIMAL/INSECT BITE INCIDENT REPORTS
- 48 NOTIFY HEALTH AUTHORITIES OF ANIMAL BITE INCIDENTS
- 49 IDENTIFY SPECIES OF SNAKE SUSPECTED OF INFlicting BITE
- 50 EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS,
LEACHES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02
| OF RESPONSE BOOKLET

- 1 EXAMINE ANIMAL OR HUMAN BITES
- 2 EXAMINE FOR SYMPTOMS OF SNAKE BITES
- 3 COORDINATE LARGE SCALE VECTOR CONTROL PROGRAM
- 4 CONDUCT/SUPERVISE VECTOR CONTROL SURVEY
- 5 INSPECT SPACES FOR RODENT INFESTATION
- 6 INSPECT SPACES FOR INSECT INFESTATION
- 7 INSPECT SPACES FOR ECTOPARASITE INFESTATION
- 8 DETERMINE KIND OR SPECIES OF PEST INFESTATION
- 9 DETERMINE EXTENT OF PEST INFESTATION
- 10 SELECT TYPE OF PESTICIDE TO BE USED FOR EXTERMINATION
- 11 CALCULATE AMOUNT OF PESTICIDE FOR USE IN SPECIFIC AREAS
- 12 CONDUCT/SUPERVISE TREATMENT OF LARVAE INFESTED WATER AREAS
- 13 PREPARE MAPS FOR AIR SPRAYING OPERATIONS
- 14 SPRAY INFESTED AREAS
- 15 FOG AREA WITH PESTICIDE/INSECTICIDE
- 16 SANITIZE AREA USING STEAM
- 17 PERFORM FUMIGATION PROCEDURES
- 18 DO ROACH/ANT/KITCHEN PEST EXTERMINATION
- 19 DO BEDBUG EXTERMINATION
- 20 DO TERMITE EXTERMINATION
- 21 DO ECTOPARASITE EXTERMINATION
- 22 DO LIVE TRAPPING OF RODENTS
- 23 DO RODENT EXTERMINATION
- 24 USE RIFLE/SHOTGUN/HANDGUN TO DESTROY RODENTS AND ANIMALS
- 25 CONSTRUCT BAIT STATIONS

RIGHT PAGE 02 PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02
| OF RESPONSE BOOKLET

- 26 | CONDUCT/SUPERVISE WATER AREA INFESTATION SURVEYS, E.G., SNAILS,
| MOSQUITOES
- 27 | CONDUCT MOSQUITO LANDING AND BITING COUNT SURVEYS
- 28 | CONSULT ON RODENT PROOFING OF BUILDINGS
- 29 | PROVIDE ADVICE ON VECTOR/RODENT CONTROL
- 30 | INSTRUCT PERSONNEL ON PEST CONTROL PROCEDURES
- 31 | MAINTAIN ENTOMOLOGICAL REFERENCE COLLECTION
- 32 | RECOMMEND METHOD OF DISPOSAL OF INFESTED MATERIALS
- 33 | CONDUCT SURVEYS OF SHIPBOARD DISEASE VECTORS
- 34 | CONDUCT SHIP DERATIZATION INSPECTIONS
- 35 | CONDUCT SHIP DERATIZATION EXEMPTION INSPECTION
- 36 | INSPECT AND CERTIFY RETROGRADE CARGO
- 37 | COMPOUND EMULSIONS
- 38 | PREPARE EMULSIONS
- 39 | PREPARE MIXTURES
- 40 | COMPOUND INSECTICIDES/RODENTICIDES
- 41 | ISSUE/DISTRIBUTE INSECTICIDES/PESTICIDES
- 42 | PREPARE RODENTICIDES AND INSECTICIDES FOR USE
- 43 | CONVERT SOLUTION CONCENTRATIONS FROM GM/MG % TO MEQ/L AND VICE
| VERSA
- 44 | CALCULATE AND PREPARE PERCENT SOLUTIONS
- 45 | DETERMINE IF FOOD IS FIT/UNFIT FOR HUMAN CONSUMPTION
- 46 | INVESTIGATE/DETERMINE CAUSES OF FOOD POISONING
- 47 | INSPECT FOOD FOR PEST INFESTATION
- 48 | INSPECT FOOD HANDLERS FOR PERSONAL HYGIENE
- 49 | INSPECT KITCHENS FOR CLEANLINESS
- 50 | INSPECT COFFEE MESS/DINING ROOM

TURN PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03
| OF RESPONSE BOOKLET

- 1 | INSPECT CIVILIAN EMPLOYEE MESSING AREAS
- 2 | INSPECT MOBILE CANTEENS
- 3 | INSPECT VENDING MACHINES
- 4 | INSPECT FOOD SUPPLIERS STORAGE FACILITIES FOR PEST CONTROL
- 5 | INSPECT FOOD STORAGE FACILITIES FOR REQUIRED TEMPERATURE CONTROL
- 6 | INSPECT FOOD STORAGE FACILITIES FOR SANITATION
- 7 | PROVIDE ADVICE ON FOOD EDIBILITY/WATER POTABILITY
- 8 | REVIEW HISTORIES AND PHYSICALS OF PERSONNEL RECOMMENDED FOR GALLEY DUTY
- 9 | REVIEW AND EVALUATE FOOD HANDLERS MEDICAL EXAMINATIONS
- 10 | ENSURE THAT EVERY FOOD HANDLER HAS REQUIRED MEDICAL EXAMINATIONS
- 11 | DO SMELL AND TASTE TESTS ON MILK
- 12 | INSPECT MILK PROCESSING AND PASTEURIZING PROCEDURES
- 13 | INSPECT DAIRY PRODUCTS PACKAGING AND STORAGE FACILITIES
- 14 | INSPECT MEAT PRODUCTS
- 15 | INSPECT FRESH PRODUCE
- 16 | TREAT FRESH FRUITS AND VEGETABLES SUSPECTED OF BACTERIAL/ PARASITE CONTAMINATION
- 17 | CHECK FOOD IN REFRIGERATORS/MEAL TRAYS FOR FRESHNESS
- 18 | INSPECT CATERER'S OPERATIONS AND PERSONNEL
- 19 | INSPECT INDIGENOUS EATING AND DRINKING FACILITIES
- 20 | INSPECT BAKERIES FOR HYGIENIC CONDITIONS
- 21 | INSPECT BREWERIES
- 22 | INSPECT DISHWASHING PROCEDURES
- 23 | INSPECT WATER HAULING EQUIPMENT
- 24 | INSPECT PORTABLE WATER SYSTEMS
- 25 | INSPECT WATER TREATMENT PLANT PROCEDURES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03
| OF RESPONSE BOOKLET

- 26 INSPECT DRINKING FOUNTAINS
- 27 MAKE A SURVEY OF RAW WATER SOURCE, E.G. LAKES, DEEP WELL
- 28 MAKE A SURVEY OF TREATED WATERSUPPLY, E.G. TAP, TANKS
- 29 DETERMINE WHETHER WATER IS SAFE FOR DRINKING
- 30 DETERMINE WHETHER WATER IS SAFE FOR RECREATIONAL USE
- 31 RECOMMEND PURIFICATION PROCEDURES FOR RAW WATER SUPPLY
- 32 PROVIDE ADVICE ON CONSTRUCTION OF WATER PURIFICATION SYSTEM
- 33 SET UP WATER PURIFICATION SYSTEM IN DISASTER AREAS
- 34 INTERPRET ANALYSIS RESULTS TO SPECIFY APPROPRIATE USE OF WATER,
E.G. DRINKING, WASHING
- 35 CALCULATE AMOUNT OF CHLORINE REQUIRED FOR TREATMENT OF DRINKING
WATER
- 36 DETERMINE CAUSE AND RECOMMEND CORRECTION OF INCOMPLETE WATER
PURIFICATION
- 37 PRODUCE DRINKING WATER BY DISTILLATION
- 38 DO FLUORIDATION OF DRINKING WATER
- 39 DO CHLORINATION OF DRINKING WATER
- 40 DO BROMINATION OF DRINKING WATER
- 41 SET UP/REVIEW CHLORINE RESIDUAL AND PH RECORD KEEPING
- 42 DO VD CHECK ON PERSONNEL
- 43 DO QUARANTINE INSPECTION OF VESSELS
- 44 COMPLETE REPORT FORMS ON VD CONTACTS
- 45 MAINTAIN VD CONTACTS PHOTO GALLERY
- 46 DO FOLLOW UP ON VD CONTACTS FOR EXAMINATION/TREATMENT
- 47 DO FOLLOW UP ON TB CONTACTS FOR EXAMINATION/TREATMENT
- 48 FOLLOW UP TB TEST CONVERTERS (NEGATIVE TO POSITIVE TUBERCULIN)
- 49 INVESTIGATE/DETERMINE CAUSES OF CONTACT DERMATITIS
- 50 INVESTIGATE/DETERMINE CAUSES OF OUTBREAK OF EPIDEMIC DISEASES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04
| OF RESPONSE BOOKLET

- 1 DETERMINE DISEASE MORBIDITY RATES
- 2 NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
- 3 CONDUCT EPIDEMIOLOGICAL INVESTIGATION
- 4 OBTAIN MEDICAL HISTORIES FOR EPIDEMIOLOGICAL INVESTIGATION
- 5 COORDINATE COMMUNICABLE DISEASE INVESTIGATIONS
- 6 RECOMMEND ACTION TO BE TAKEN ON SUSPECTED EPIDEMIOLOGICAL PROBLEM
- 7 CONDUCT BACTERIOLOGICAL SCREENING EXAMINATIONS OF HOSPITAL PERSONNEL
- 8 REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL CONSTANTLY EXPOSED TO COMMUNICABLE DISEASE
- 9 DO FOLLOW UP ON PERSONNEL WITH REPORTED ACTIVE CASE OF COMMUNICABLE DISEASE
- 10 DO FOLLOW-UP ON PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
- 11 KEEP AND UPDATE FILES OF PERSONNEL WITH HISTORY OF COMMUNICABLE DISEASE
- 12 ENFORCE COMMUNICABLE DISEASE PROPHYLAXIS PROGRAM, E.G. MALARIA
- 13 VISIT NAVAL ACTIVITIES TO REVIEW AND EVALUATE PREV MED PROGRAMS
- 14 TAKE PHOTOGRAPHS FOR DOCUMENTATION OF PMT INSPECTIONS/SURVEYS
- 15 OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
- 16 EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G. PREVENTION, SYMPTOMS
- 17 EXAMINE FOR SYMPTOMS OF EXTERNAL FUNGAL INFECTIONS, E.G. RINGWORM
- 18 OBSERVE FOR/REPORT SYMPTOMS OF DIARRHEA
- 19 OBSERVE FOR/REPORT SYMPTOMS OF FOOD POISONING
- 20 EXAMINE FOR SYMPTOMS OF VENEREAL DISEASE
- 21 OBSERVE FOR/REPORT SYMPTOMS OF INFLUENZA
- 22 OBSERVE FOR/REPORT SYMPTOMS OF INTESTINAL WORMS
- 23 OBSERVE FOR/REPORT SYMPTOMS OF MALARIA
- 24 SCREEN AND ISOLATE PATIENTS WITH SUSPECTED COMMUNICABLE DISEASE
- 25 INTERVIEW VO PATIENT TO PLAN TREATMENT AND FOLLOW UP OF CONTACTS

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04
| OF RESPONSE BOOKLET

- 26 | COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS,
| E.G. QUARANTINE
- 27 | REPORT INFECTIONS TO INFECTION COMMITTEE
- 28 | RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
- 29 | RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL
| WORKER, D.T., P.T.
- 30 | INITIATE AND ORDER DIAGNOSTIC TEST
- 31 | REFER PATIENT TO DOCTOR FOR TREATMENT
- 32 | MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
- 33 | FOLLOW UP FAILED APPOINTMENT, E.G. BY PHONE, LETTER, HOME VIST
- 34 | FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED
- 35 | DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
- 36 | INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
- 37 | CONDUCT/ADMINISTER IMMUNIZATION PROGRAMS
- 38 | GIVE TUBERCULIN MANTOUX TEST
- 39 | GIVE TUBERCULIN TINE TEST
- 40 | READ TUBERCULIN TEST REACTION
- 41 | GIVE HISTOPLASMOSIS/COCCIDIOMYCOSIS SKIN TEST
- 42 | PERFORM PATCH TESTS
- 43 | ADMINISTER INTRADERMAL INJECTION
- 44 | ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
- 45 | ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION
- 46 | ADMINISTER INNOCULATIONS AND VACCINATIONS
- 47 | PREPARE VACCINES FOR USE
- 48 | CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G.
| CLOUDINESS, COLOR CHANGE
- 49 | CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
- 50 | DETERMINE IMMUNIZATIONS REQUIRED FOR OVERSEAS TRAVEL

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05
| OF RESPONSE BOOKLET

- 1 DETERMINE SEQUENCE OF ADMINISTRATION OF MULTIPLE IMMUNIZATIONS
- 2 COMPILE NOMINAL LISTS FOR PERSONNEL IMMUNIZATION
- 3 CONSTRUCT FIELD HOSPITAL EMERGENCY PLUMBING
- 4 CONSTRUCT WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
- 5 INSPECT FIELD SANITATION FACILITIES
- 6 CONSTRUCT WATER PURIFICATION TANKS AND SYSTEM
- 7 INSPECT BIVOUAC AREAS FOR HYGIENIC CONDITIONS
- 8 INSPECT WATERSHED AREAS
- 9 PROVIDE ADVICE ON DISPOSAL OF HUMAN EXCRETA
- 10 RECOMMEND TYPE OF SANITATION FACILITIES FOR FIELD CONSTRUCTION
- 11 SUPERVISE CONSTRUCTION OF WASH-UP/HYGIENIC FACILITIES AT FIELD LOCATION
- 12 SPECIFY PREVENTIVE MEASURE FOR EFFECTS OF COLD WEATHER
- 13 SPECIFY PREVENTIVE MEASURES FOR EFFECTS OF HOT WEATHER
- 14 DISPOSE OF HAZARDOUS MATERIAL E.G. CULTURES/ ACIDS
- 15 MONITOR OXYGEN/CARBON DIOXIDE CONTENT IN SUBMARINE
- 16 PERFORM IN-FLIGHT TESTS FOR FUMES AND NOISE LEVEL
- 17 PERFORM OXYGEN TOLERANCE TESTS ON PERSONNEL
- 18 PERFORM PERSONNEL PRESSURE TOLERANCE TESTS
- 19 TEST FOR TOXIC MATERIALS IN PAINTED SURFACES
- 20 TEST FOR CARBON MONOXIDE IN CLOSED SPACES, E.G. COCKPITS
- 21 TEST FOR WELDING GASES IN INDUSTRIAL AREAS
- 22 TEST FOR DIESEL/GAS FUMES POLLUTION OF AIR
- 23 CHECK TOXIC POTENTIAL OF CLEANING AGENTS USED IN CLOSED SPACES
- 24 PERFORM AREA SURVEY FOR BACTERIAL CONTAMINATION OF AIR
- 25 RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF AIR POLLUTANTS, E.G. DUST, FUMES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
26	RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF NOISE
27	TAKE MEASUREMENT READINGS OF AIR AND WIND MOVEMENT
28	TAKE RELATIVE HUMIDITY READINGS
29	ADJUST HEATING/VENTILATION ACCORDING TO WEATHER CONDITIONS
30	CONDUCT SURVEYS ON MISUSE OF TOXIC MATERIALS
31	INVESTIGATE CAUSE OF OCCUPATIONAL ACCIDENTS
32	COORDINATE SAFETY PROGRAM
33	PERFORM ROUTINE SAFETY INSPECTIONS
34	CONDUCT SHIP EXERCISES TO DETERMINE SAFETY READINESS OF FLEET
35	RECOMMEND ACCIDENT PREVENTIVE MEASURES
36	ENFORCE ACCIDENT PREVENTION MEASURES
37	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO TOXIC GASES/FUMES
38	REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
39	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
40	CHECK DARK ROOM SAFE LIGHTS
41	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF FLOOR/AIR
42	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF O.R. EQUIPMENT
43	SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS
44	INSPECT FIRE EQUIPMENT
45	INSPECT BREATHING MASKS (OXYGEN OR GAS) FOR MALFUNCTION
46	CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
47	INSPECT OXYGEN SYSTEMS FOR DAMAGE OR MALFUNCTION
48	PERFORM HOT AND COLD TESTS ON PROTECTIVE CLOTHING
49	DETERMINE DURABILITY OF SAFETY EQUIPMENT
50	DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06
| OF RESPONSE BOOKLET

- 1 | CALIBRATE SAFETY RECORDING INSTRUMENTS, E.G. DOSIMETERS
- 2 | INTERVIEW PERSONNEL TO DETERMINE EXPOSURE TO INDUSTRIAL HAZARDS
- 3 | PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS
- 4 | SCREEN FOR ARTICLES FORBIDDEN IN HYPOBARIC/HYPERBARIC CHAMBER
- 5 | INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
- 6 | INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY HAZARDOUS AREAS
- 7 | INSPECT FOR HEALTH HAZARDS IN OPERATING ROOMS
- 8 | INSPECT FOR HEALTH HAZARDS IN LABORATORIES
- 9 | INSPECT FOR HEALTH HAZARDS IN CONFINED AREAS, E.G. TANKS
- 10 | INSPECT FOR HEALTH HAZARDS IN KITCHENS
- 11 | TEST FOR EMISSION OF MICROWAVES IN KITCHENS
- 12 | RUN TEST STANDARD TO CHECK ACCURACY OF EQUIPMENT
- 13 | READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
- 14 | OBSERVE FOR/REPORT SYMPTOMS OF DRUG/CHEMICAL INGESTION (POISONING)
- 15 | OBSERVE FOR/REPORT SYMPTOMS OF DIVERS BENDS
- 16 | FIT HEARING AID
- 17 | PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
- 18 | COMPOUND ANTIDOTES
- 19 | SAFEGUARD POISONS
- 20 | DETERMINE SPERM COUNTS
- 21 | EXAMINE SEMINAL FLUID FOR SPERM MORPHOLOGY
- 22 | COMPLETE REPORT FORMS ON ADVERSE DRUG REACTION
- 23 | COMPLETE REPORT FORMS ON DRUG ABUSE
- 24 | COMPLETE POISON REPORT
- 25 | PROCESS BETA, GAMMA AND/OR NEUTRON FILMS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06
| OF RESPONSE BOOKLET

- 26 | INSPECT PHOTODOSIMETRY FILM PRIOR TO ISSUE
- 27 | PREPARE PHOTODOSIMETRY FILM FOR SUBMISSION TO PROCESSING ACTIVITY
- 28 | DO PHOTODOSIMETRIC CHECK FILM PROCESS
- 29 | ORDER PHOTODOSIMETRIC FILM
- 30 | MAKE FORMAL REQUESTS FOR RADIATION SCURCE CHANGES
- 31 | PREPARE EVALUATION REPORTS OF PERSONNEL RADIATION MONITORING DEVICES
- 32 | MAINTAIN PHOTODOSIMETRY LOGS
- 33 | MAINTAIN RADIATION EXPOSURE FILM FILES
- 34 | LOG PERSONNEL EXPOSURES ON DD1141
- 35 | ADVISE COMMAND ON MAXIMUM RADIATION EXPOSURES INDIVIDUALS MAY RECEIVE
- 36 | MAINTAIN RADIATION SURVEY FILES
- 37 | MAINTAIN FILES OF RECEIPT/TRANSFER OF RADIOACTIVE MATERIAL
- 38 | MAINTAIN RADIOACTIVE MATERIAL INVENTORY
- 39 | MAINTAIN RECORDS OF RADIOACTIVE WASTE TRANSFERS
- 40 | MAINTAIN INSTRUMENT CALIBRATION FILES
- 41 | MAINTAIN FILES OF CALIBRATED RADIOACTIVE SOURCES
- 42 | PREPARE REQUESTS FOR PERSONNEL RADIATION EXPOSURE HISTORY
- 43 | ISSUE PERSONNEL MONITORING DEVICES, E.G. POCKET DOSIMETER, FILM BADGE
- 44 | COLLECT PERSONNEL MONITORING DEVICES FOR PROCESSING
- 45 | RECOMMEND ARRANGEMENT OF EQUIPMENT FOR MAXIMUM RADIATION SAFETY
- 46 | POST FILM BADGES TO SURVEY RADIATION IN X-RAY OR RADAR AREAS
- 47 | PERFORM SWIPE SURVEYS FOR RADIOACTIVE CONTAMINATION
- 48 | DO RADIATION SURVEY IN RP STORAGE AREA
- 49 | DISPOSE OF CONTAMINATED MATERIALS PER AEC REQUIREMENTS
- 50 | DISPOSE OF EXPIRED RP MATERIALS PER AEC REQUIREMENTS

LEFT PAGE 07 PREVENTIVE MED TASK POCKET

1	TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE POCKET
1		REVIEW RADIATION EXPOSURE REPORTS
2		PREPARE FOR AEC INSPECTION
3		INVESTIGATE CASES OR REPORTS OF OVEREXPOSURES TO RADIATION
4		CALCULATE RADIOACTIVE DECAY
5		CALCULATE RADIOACTIVE CONTAMINATION LEVELS FROM SWIPE SURVEYS
6		PERFORM LEAK TEST OF SEALED RADIOACTIVE SOURCES
7		CALCULATE ACTIVITIES DETECTED FROM LEAKING SEALED SOURCES
8		DO RADIATION AREA SURVEYS USING PORTABLE MONITORING DEVICES
9		PERFORM RADIOACTIVE DECONTAMINATION OF EQUIPMENT/SPACES
10		CALCULATE ACTIVITIES OF RADIOACTIVE SOURCES
11		CALCULATE DOSE RATE FROM RADIOACTIVE SOURCES
12		CALCULATE STAY TIMES FOR RADIATION AREAS
13		SPECIFY PERSONNEL RADIATION PROTECTION EQUIPMENT
14		CALCULATE SHIELDING REQUIREMENTS FOR RADIOACTIVE SOURCES
15		SUPERVISE DISPOSAL OF RADIOACTIVE WASTE
16		DO SHIELDING OF RADIOACTIVE MATERIAL
17		PERFORM SAFETY INSPECTIONS OF AREAS WHERE RADIOACTIVE MATERIALS ARE USED
18		PERFORM SAFETY INSPECTIONS OF AREAS WHERE RADIATION PRODUCING EQUIPMENT IS USED
19		EVALUATE BETA, GAMMA FILMS
20		EVALUATE NEUTRON FILMS
21		COMPARE FILM BADGE AND POCKET DOSIMETER READINGS
22		INVESTIGATE CASES OF LOST AND DAMAGED PERSONNEL MONITORING DEVICES
23		MONITOR ATMOSPHERE FOR CONTAMINATION WITH RADIOACTIVE GASES
24		MONITOR ATMOSPHERE FOR CONTAMINATION WITH RADIOACTIVE PARTICULATES
25		INSTALL ENVIRONMENTAL RADIATION MONITORING DEVICES

GO TO RIGHT HAND PAGE

1 TASK NO.	1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 1 OF RESPONSE BOOKLET
26	1 ANALYZE RADIATION DATA TO MAKE PREDICTIONS OF PERSONNEL EXPOSURE
27	1 MONITOR PATIENT CLOTHING, LINEN, AND WASTES FOR RADIOACTIVE CONTAMINATION FOLLOWING RI THERAPY
28	1 MONITOR RADIATION LEVELS IN FOOD AND WATER
29	1 CHECK SAFETY OF RADIATION PROTECTIVE CLOTHING
30	1 MONITOR ATMOSPHERE FOR SCATTERED RADIATION
31	1 INSPECT WARD FACILITIES FOR PROTECTION AGAINST RADIATION HAZARD
32	1 MONITOR THE PATIENT AREA AND ESTABLISH THE 2 MR LINE
33	1 SURVEY/DECONTAMINATE ROOM OCCUPIED BY RI THERAPY PATIENT
34	1 MONITOR RI THERAPY AREA FOR POSSIBLE RESIDUAL RADIOACTIVITY
35	1 INFORM WARD PERSONNEL OF PRECAUTIONS IN HANDLING PATIENT ON RI THERAPY
36	1 INVESTIGATE FILM BADGE AND POCKET DOSIMETER READING DISCREPANCIES
37	1 INVESTIGATE PHOTODOSIMETRIC CHECK FILM PROCESSING DISCREPANCIES
38	1 PERFORM SIMULATED RADIOACTIVE DECONTAMINATION OF PERSONNEL
39	1 SUPERVISE HANDLING OF CONTAMINATED CASUALTIES FROM SIMULATED NUCLEAR ACCIDENTS/SPILLS
40	1 SUPERVISE DECONTAMINATION OF PERSONNEL FROM SIMULATED NUCLEAR ACCIDENTS/SPILLS
41	1 DECONTAMINATE PERSONNEL SUBJECT TO ABNORMAL INTERNAL RADIATION EXPOSURE
42	1 DECONTAMINATE PERSONNEL SUBJECT TO ABNORMAL EXTERNAL RADIATION EXPOSURE
43	1 RECOMMEND PROCEDURE CHANGES TO IMPROVE RADIATION SAFETY
44	1 ADVISE PERSONNEL/PATIENT ON ROUTINE RADIATION SAFETY PRECAUTIONS
45	1 REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO IONIZING RADIATION
46	1 PROCESS/DISSEMINATE NBC INFORMATION
47	1 MAINTAIN INVENTORIES OF RADIATION MONITORING EQUIPMENT RESERVED FOR DISASTER CONTROL
48	1 MAINTAIN LOCATIONS OF OPERATIONAL RADIATION MONITORING EQUIPMENT
49	1 REVIEW DEFENSIVE MEASURES AGAINST NBC EFFECTS
50	1 LOG SPECIMENS RECEIVED

- | TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OR
| OF RESPONSE BOOKLET
-
- 1 DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
- 2 CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
- 3 MAINTAIN STOCK OF STERILE SUPPLIES
- 4 MAINTAIN STOCK OF CHEMICAL SOLUTIONS
- 5 MAKE UP STERILE TRAYS
- 6 TRANSPORT STERILE EQUIPMENT/SUPPLIES, RETURN DIRTY OR EXPIRED
ITEMS TO CENTRAL SUPPLY ROOM
- 7 PICK UP BLOOD FROM BLOOD BANK
- 8 PREPARE GLOVES, E.G. WASH/TEST/POWDER/PACK/SORT/SIZE
- 9 PREPARE RUBBER GOODS FOR STERILIZATION
- 10 PREPARE SOLUTION BOTTLES FOR STERILIZATION AND STORAGE
- 11 PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES
- 12 WASH GLASSWARE/INSTRUMENTS
- 13 TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
- 14 PREPARE DISTILLED WATER
- 15 CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
- 16 CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER,
E.G. CC TO TSP, LBS TO KG
- 17 WEIGH/MEASURE CHEMICALS
- 18 PREPARE CHEMICAL STANDARDS
- 19 PREPARE DRY ICE USING CARBON DIOXIDE (CO₂)
- 20 WASH/PREPARE GLASSWARE FOR LAB USE, INCLUDING SPECIAL
PREPARATION, E.G. ACID WASH, SILICONE COAT
- 21 PICK UP/DELIVER SPECIMENS
- 22 LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
- 23 MEASURE/DILUTE/PRESERVE LAB SPECIMEN E.G. URINE, BLOOD FOR
SUBSEQUENT TESTING
- 24 PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT
- 25 PREPARE/PRESERVE TISSUE SPECIMEN FOR SHIPMENT

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR
| OF RESPONSE BOOKLET

- 26 | CONVERT CENTIGRADE TEMPERATURE TO FAHRENHEIT OR VICE VERSA
- 27 | PREPARE BUFFER SOLUTIONS
- 28 | CHECK/ADJUST PH OF BUFFERS/REAGENTS
- 29 | STANDARDIZE REAGENTS
- 30 | PREPARE STANDARD CURVE
- 31 | PREPARE CULTURE MEDIA FROM BASIC INGREDIENTS, E.G. BEEF EXTRACT
- 32 | PREPARE CULTURE MEDIA USING COMMERCIALLY DEHYDRATED PRODUCT,
| E.G. MC CONKEY AGAR
- 33 | PREPARE ROUTINE STAINS
- 34 | PREPARE SPECIAL STAINS
- 35 | CENTRIFUGE BLOOD AND SEPARATE SERUM OR PLASMA
- 36 | PREPARE SMEARS FOR MICROSCOPIC ANALYSIS
- 37 | EXAMINE URETHRAL SMEARS FOR GONOCOCCUS
- 38 | STREAK CULTURE MEDIA
- 39 | USE LOCALLY DEVELOPED MANUALS/GUIDES TO FOLLOW ANALYTICAL
| PROCEDURES
- 40 | USE NAVY/DOD MANUALS TO STUDY ANALYTICAL PROCEDURES
- 41 | USE COMMERCIAL MANUALS TO FOLLOW ANALYTICAL PROCEDURES
- 42 | LOOK UP NORMAL VALUES FOR LABORATORY TESTS FROM REFERENCE TABLE/
BOOK
- 43 | DETERMINE FAT CONTENT OF MILK
- 44 | DETERMINE PH AND CHLORINE CONTENT OF SWIMMING POOLS
- 45 | DETERMINE CHLORINE CONTENT OF POTABLE WATER
- 46 | EXAMINE URINE FOR CASTS /PUS/RBC
- 47 | CENTRIFUGE URINE
- 48 | CHECK SPECIFIC GRAVITY OF URINE
- 49 | TEST FOR PORPHYRIN
- 50 | PREPARE BLOOD FILM ON SLIDE

LEFT PAGE OF PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09
| OR RESPONSE BOOKLET

- 1 DO VDRL TEST, QUALITATIVE
- 2 DO VDRL DETERMINATION, QUANTITATIVE
- 3 DO FTA-ABS TEST FOR SYPHILLIS
- 4 TEST FOR SYPHILLIS USING RPR CARD
- 5 PREPARE CONTROL SERUM FOR SEROLOGICAL STUDIES
- 6 DO COMPLEMENT FIXATION FOR RICKETTSIAL IDENTIFICATION
- 7 DO COMPLEMENT FIXATION FOR FUNGAL IDENTIFICATION
- 8 IDENTIFY GENUS AND SPECIES OF INSECTS
- 9 IDENTIFY PLAGUE BACILLUS IN FLEA SPECIMENS
- 10 DO MOSQUITO DISSECTION TO DETERMINE INFECTION BY MALARIAL PARASITES
- 11 IDENTIFY POISONOUS PLANTS
- 12 IDENTIFY GENUS AND SPECIES OF ANIMALS
- 13 TEST FOR THE PRESENCE OF BACTERIA IN BLOOD/SERUM/PLASMA
- 14 TEST FOR THE PRESENCE OF BACTERIA IN URINE
- 15 TEST FOR THE PRESENCE OF BACTERIA IN OTHER BODY SECRETIONS, E.G. NASAL, SPINAL
- 16 TEST FOR THE PRESENCE OF BACTERIA IN TISSUE/CELLS
- 17 TEST FOR THE PRESENCE OF BACTERIAL TOXINS IN BLOOD/SERUM/PLASMA
- 18 TEST FOR THE PRESENCE OF BACTERIAL TOXINS IN FOOD/MILK
- 19 DO BACTERIAL COUNTS BY FILTRATION, E.G. MILLIPORE
- 20 DO BACTERIAL COUNTS BY DILUTION
- 21 DO BACTERIAL COUNTS BY CALIBRATED LOOP
- 22 CULTIVATE MYCOLOGY SPECIMENS FOR PRIMARY ISOLATION
- 23 PREPARE/PRESERVE MILK/WATER/FOOD SAMPLES FOR SHIPMENT
- 24 RUN CONTROL TESTS TO VALIDATE MEDIA
- 25 IDENTIFY BACTERIA BY STAINING METHODS

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09
| OF RESPONSE BOOKLET

- 26 | IDENTIFY BACTERIA BY BASIC CULTURE TECHNIQUES
- 27 | IDENTIFY BACTERIA BY ANAEROBIC METHODS
- 28 | IDENTIFY ENTERIC BACTERIA USING BIOCHEMICAL FERMENTATION
- 29 | IDENTIFY ENTERIC BACTERIA USING ANTISERA
- 30 | IDENTIFY PATHOGENIC BACTERIA USING FLUORESCENT AB TECHNIC E.G.
| F-A
- 31 | IDENTIFY PATHOGENIC BACTERIA USING PAPER STRIP TECHNIC E.G.
| PATHOTEC
- 32 | IDENTIFY PATHOGENIC STREPTOCOCCI USING BACITRACIN DISKS E.G. A
| DISK
- 33 | IDENTIFY HAEMOPHILUS USING X AND V FACTORS
- 34 | IDENTIFY PATHOGENIC ENTERIC BACTERIA USING R & B SYSTEM
- 35 | IDENTIFY BACTERIAL TYPE BY PHAGE TYPING
- 36 | SCREEN FOR AFB USING AFB STAIN
- 37 | TEST FOR AFB USING FLUOROCHROME STAIN
- 38 | TEST FOR AFB USING CULTURE TECHNIQUES
- 39 | IDENTIFY/CONFIRM TB USING BIOCHEM/SEROLOGICAL TECHNIQUES
- 40 | TEST FOR BACTERIAL TOXINS BY IN-VITRO METHODS
- 41 | TEST FOR BACTERIAL TOXINS BY ANIMAL INNOCULATION
- 42 | TEST FOR FUNGUS USING STAINING TECHNIQUES
- 43 | TEST FOR FUNGUS USING CULTURE TECHNIQUES
- 44 | RUN ANTIBIOTIC SENSITIVITY AGAINST AFB
- 45 | RUN ANTIBIOTIC SENSITIVITY AGAINST FUNGUS
- 46 | RUN ANTIBIOTIC DISK SENSITIVITY AGAINST BACTERIA
- 47 | RUN ANTIBIOTIC SENSITIVITY AGAINST BACTERIA BY KIRBY BAUER
| METHOD
- 48 | RUN ANTIBIOTIC SENSITIVITY AGAINST BACTERIA BY TUBE DILUTION
| METHOD
- 49 | RUN/INTERPRET GANTRISIN SENSITIVITY AGAINST BACTERIA
- 50 | INNOCULATE BACTERIA IN BROTH PRIOR TO PLATING SENSITIVITY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10
| OF RESPONSE BOOKLET

- 1 RUN BACTERIOLOGICAL TESTS ON SEWAGE
- 2 DO BACTERIAL COUNTS ON HOSPITAL EQUIPMENT
- 3 DO BACTERIAL COUNTS ON FOOD/MILK
- 4 DO BACTERIAL COUNTS ON WATER
- 5 DO BACTERIAL COUNTS ON ENVIRONMENTAL SAMPLE E.G. AIR, SOIL
- 6 PREPARE STAINED SPECIMENS USING VITAL STAIN
- 7 PREPARE STAINED SPECIMENS USING CELLULAR STAIN E.G. GRAM
- 8 PREPARE STAINED SPECIMENS USING SPORE STAIN
- 9 PREPARE STAINED SPECIMENS USING FLAGELLAR STAIN
- 10 PREPARE STAINED SPECIMENS USING CAPSULE STAIN
- 11 DEMONSTRATE CAPSULE BY INDIA INK METHOD
- 12 DO BUFFER-PRECIPITATION TEST FOR MALARIA
- 13 DO MALARIOLOGY EXAMINATIONS USING THICK SMEAR
- 14 DO MALARIOLOGY EXAMINATIONS USING THIN SMEAR
- 15 DO MICROFILARIAL EXAMINATIONS USING THICK SMEAR
- 16 DO MICROFILARIAL EXAMINATIONS USING THIN SMEAR
- 17 EMULSIFY FECES FOR TESTING
- 18 MICROSCOPICALLY EXAMINE BLOOD FOR PARASITES
- 19 MICROSCOPICALLY EXAMINE FECES FOR OVA AND PARASITES
- 20 IDENTIFY PARASITIC AND DISEASE CARRYING ARTHROPODS
- 21 IDENTIFY CESTODES, NEMATODES, OR TREMATODES
- 22 IDENTIFY AMOEBA
- 23 IDENTIFY PROTOZOA
- 24 PREPARE PERMANENT WET MOUNTS
- 25 RECOVER OOCYST FROM INFECTED MOSQUITOES

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10
| OF RESPONSE BOOKLET

- 26 | RECOVER INTESTINAL PROTOZOA BY FLOTATION METHOD
- 27 | RECOVER INTESTINAL PROTOZOA BY ETHER CONCENTRATION
- 28 | PREPARE MIF
- 29 | DO COAGULASE TEST TO IDENTIFY PATHOGENIC STAPHYLOCOCCI
- 30 | DO MOTILITY TEST FOR BACTERIAL DIFFERENTIATION
- 31 | RUN CITRATE/UREA/SUGAR CULTURE SERIES FOR BACTERIAL GENUS/
SPECIES DIFFERENTIATION
- 32 | MICROSCOPICALLY EXAMINE DUODENAL DRAINAGE FOR OVA AND PARASITES
- 33 | IDENTIFY MYCOLOGY CULTURE SPECIMENS
- 34 | IDENTIFY GROSS AND MICROSCOPIC CHARACTERISTICS OF FUNGI
- 35 | TEST FOR FUNGUS USING UVL
- 36 | DO A CULTURE TEST ON DRUGS SUSPECTED OF BACTERIAL CONTAMINATION
- 37 | CHECK FOR BACTERIAL PRESENCE IN URINE BY MICROSCOPIC EXAMINATION
- 38 | ACCESSION GROSS SPECIMENS
- 39 | PREPARE HEMATOXYLIN AND EOSIN STAINS
- 40 | SET UP AND MAINTAIN STAINING PROCEDURE
- 41 | STAIN TISSUE SECTION WITH ROUTINE STAINS
- 42 | MOUNT TISSUE SLIDES
- 43 | PERFORM PIGMENT REMOVAL FROM TISSUE
- 44 | MAKE SMEARS FOR RABIES STUDIES
- 45 | PRESERVE ANIMAL BRAINS OR HEADS FOR RABIES STUDIES
- 46 | COLLECT INSECT SPECIMENS
- 47 | COLLECT WATER SAMPLES FROM BEACH AND STREAM BATHING AREAS
- 48 | TAKE SAMPLES OF SEWER EFFLUENT FOR ANALYSIS
- 49 | TAKE SWAB CULTURES FROM HOSPITAL EQUIPMENT/FLOORS
- 50 | TAKE SWAB TEST SAMPLES FROM FOOD AND BEVERAGE OUTLET/CONTAINERS

LEFT PAGE II PREVENTIVE MED TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE II OF RESPONSE BOOKLET
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- 1 TAKE CULTURE SAMPLES OF AIR
- 2 TAKE FOOD/WATER SAMPLE FOR BACTERIAL/PARASITE TESTING
- 3 COLLECT BLOOD BY VENIPUNCTURE
- 4 COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
- 5 COLLECT RECTAL SPECIMENS USING STERILE SWAB
- 6 COLLECT THROAT/NOSE/EAR CAVITY SECRETIONS/SPECIMEN BY SUCTION TRAP
- 7 TAKE WOUND SPECIMEN FROM PATIENT
- 8 TAKE PUS SPECIMEN FROM PATIENT
- 9 TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
- 10 PERFORM PUNCH BIOPSY OF SKIN
- 11 COLLECT RADIOACTIVE SPECIMEN
- 12 PREPARE, LABEL AND SEND STOOL SAMPLE FOR OVA AND PARASITE TESTING
- 13 PERFORM WEDGE SECTION BIOPSY OF SKIN
- 14 PREPARE FECAL SMEAR
- 15 PREPARE URETHRAL SMEAR
- 16 STAIN SMEARS TO DEMONSTRATE BACTERIA
- 17 STAIN SMEARS TO DEMONSTRATE CELL MORPHOLOGY
- 18 STAIN SMEARS TO DEMONSTRATE PARASITE
- 19 EMBED SPECIMENS IN CLEAR PLASTIC (ACRYLIC RESIN)
- 20 CALCULATE LAB/DIAGNOSTIC TEST RESULTS
- 21 CHECK/CORRECT CALCULATIONS PERFORMED BY OTHER TECHNICIANS
- 22 ASSESS ACCURACY OF ANALYSIS PERFORMED BY OTHER LABORATORIES
- 23 ASSESS COMPLETENESS OF LABORATORY REPORTS
- 24 DESIGN SPECIAL RESEARCH EQUIPMENT/DEVICES
- 25 BUILD SPECIAL EQUIPMENT/DEVICES FOR RESEARCH

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11
| OF RESPONSE BOOKLET

- 26 | CALCULATE DOSAGES FOR PRESCRIBED EXPERIMENTS
- 27 | RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS
- 28 | CONDUCT RESEARCH LITERATURE SEARCH/SURVEY
- 29 | CALCULATE MEANS, STANDARD DEVIATIONS
- 30 | PERFORM CALCULATIONS FOR ANALYSIS OF VARIANCE, CORRELATIONS, OR RELIABILITY MEASURES
- 31 | MAINTAIN ANIMAL COLONY
- 32 | MAINTAIN AN INSECTORY
- 33 | ACT AS OBSERVER OF EXPERIMENTAL SUBJECTS/ANIMALS
- 34 | OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS
- 35 | CALIBRATE/TEST EXPERIMENTAL EQUIPMENT/APPARATUS
- 36 | SELECT EXPERIMENTAL SUBJECTS/ANIMALS
- 37 | WRITE RESEARCH PROGRESS REPORTS
- 38 | WRITE TECHNICAL PAPERS/REPORTS FOR PUBLICATION
- 39 | PARTICIPATE/PRESENT PAPERS AT SCIENTIFIC/PROFESSIONAL MEETINGS
- 40 | COMPILE EXPERIMENTAL DATA FOR REPORTS
- 41 | WRITE CORRESPONDENCE ON RESEARCH MATTERS
- 42 | PROVIDE CONSULTATION ON RESEARCH DESIGN
- 43 | CONSULT WITH STATISTICIAN/OTHERS ON RESEARCH DESIGN/ANALYSIS
- 44 | COORDINATE OWN RESEARCH PROGRAMS WITH OTHER NAVY COMMANDS
- 45 | DESIGN/PREPARE DATA FOR COMPUTER PROCESSING
- 46 | LAYOUT/DESIGN RESEARCH FACILITIES/SPACES
- 47 | EVALUATE NEW CHEMICAL PRODUCTS
- 48 | POSITION RESEARCH ANIMAL FOR SURGERY
- 49 | DRAPE RESEARCH ANIMAL FOR SURGERY
- 50 | ADMINISTER INTRAMUSCULAR MEDICATION TO RESEARCH ANIMAL

LEFT PAGE 12 PREVENTIVE MED TASK BOOKLET
I TASK NO. I ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
I OF RESPONSE BOOKLET

- 1 ADMINISTER INTRAPERITONEAL MEDICATION TO RESEARCH ANIMAL
- 2 ADMINISTER INTRACARDIAC MEDICATION TO RESEARCH ANIMAL
- 3 PREPARE OPERATIVE SITE OF RESEARCH ANIMAL
- 4 MAINTAIN FOOD SUPPLY FOR RESEARCH ANIMAL
- 5 SERVE AS SUBJECT DURING RESEARCH EVALUATION
- 6 CONDUCT OPERATIONAL TEST AND EVALUATION OF RESEARCH PRODUCTS
- 7 ACT AS PRINCIPAL INVESTIGATOR ON RESEARCH
- 8 CORRESPOND/VISIT WITH LIKE-FIELD RESEARCHERS/LABS
- 9 COORDINATE/OVERSEE RESEARCH PROGRAMS BETWEEN VARIOUS BUMED ACTIVITIES
- 10 DETERMINE RESEARCH PRIORITIES
- 11 GIVE BRIEFINGS ON RESEARCH IN PROGRESS/RESULTS
- 12 DETERMINE RESEARCH REPORT DISTRIBUTION LIST
- 13 OBTAIN LEGAL WAIVERS FROM RESEARCH SUBJECTS
- 14 SCHEDULE RESEARCH PROJECT ACTIVITIES
- 15 WRITE ANALYSIS OF RESEARCH FINDINGS
- 16 DO RESEARCH STUDIES ON EFFECTIVENESS OF PESTICIDES
- 17 PREPARE DISEASE VECTOR CONTROL GUIDELINES FOR NAVY-WIDE DISTRIBUTION
- 18 COMPILE STATISTICS ON GEOGRAPHICAL OCCURENCE OF DISEASE VECTORS
- 19 DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
- 20 ESTABLISH GRADING PROCEDURES AND PASS-FAIL CRITERIA
- 21 DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
- 22 SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
- 23 CHECK INDIVIDUAL'S PROGRESS DURING OJT
- 24 PLAN CONTENT FOR OJT PROGRAM
- 25 EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	ANALYZE TRAINING STATUS OF THE DEPARTMENT
27	CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
28	PLAN COURSE CONTENT FOR TECHNICAL SCHOOL COURSE
29	PLAN CURRICULUM FOR ENTIRE TECHNICAL SCHOOL
30	MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES
31	ADMINISTER/MAINTAIN UNIT LIBRARY
32	NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
33	ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM, CLASS SCHEDULE
34	WRITE BROCHURES/LITERATURE/RELEASE ON EDUCATION/TRAINING PROGRAMS
35	COORDINATE CLASS SCHEDULES WITHIN COMMAND
36	COORDINATE DOCTORS/GUESTS LECTURES
37	PLAN/WRITE STUDENTS ROTATION SCHEDULE
38	PREPARE STATEMENTS OF COURSE OBJECTIVES
39	POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
40	ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
41	ADMINISTER EXAMINATIONS
42	WRITE LESSON PLANS
43	COMPUTE TEST GRADES
44	SCORE/CORRECT QUIZZES/EXAMINATIONS MANUALLY
45	PREPARE ADVANCEMENT IN RATE EXAMINATIONS
46	MAINTAIN FILES OF TEST QUESTIONS OF KNOWN DIFFICULTY
47	ASSEMBLE TESTS FROM FILES OF ANALYZED TEST ITEMS
48	REVIEW INDIVIDUAL TRAINEE RECORDS IN PLANNING INSTRUCTION
49	WRITE REPORTS FOR CLASSES/CONFERENCES
50	ESTABLISH TRAINING QUOTAS/SCHEDULES

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PROGRAM
- 2 ACT AS TEACHER-GUIDE ON FIELD TRIPS
- 3 CONDUCT SEMINARS
- 4 CONDUCT TEACHING ROUNDS
- 5 PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
- 6 TEACH FORMAL CLASSES
- 7 SELECT TOPICS FOR STAFF LECTURE SERIES
- 8 DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
- 9 DRAW UP STATISTICAL GRAPHS, TABLES, CHARTS
- 10 EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
- 11 APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
- 12 DEVELOP EXERCISE/DRILL CONTENT
- 13 EVALUATE STUDENTS PERFORMANCE/PROGRESS
- 14 EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
- 15 GIVE FIELD MEDICAL TRAINING UNDER SIMULATED COMBAT CONDITIONS
- 16 INSTRUCT ON LEGAL ASPECTS OF HEALTH CARE
- 17 INSTRUCT ON NON-PROFESSIONAL SUBJECTS
- 18 PERFORM CLASSROOM DEMONSTRATIONS
- 19 DRAW UP STUDENT COURSE ASSIGNMENTS
- 20 SELECT NEW MATERIALS/ADVANCED KNOWLEDGE FOR TEACHING PURPOSES
- 21 SELECT INSTRUCTORS FOR TRAINING PROGRAM
- 22 TRAIN INSTRUCTORS
- 23 EVALUATE TEACHER EFFECTIVENESS
- 24 REVIEW INSTRUCTORS' TESTS, WRITTEN AND PRACTICAL EXAMINATION
- 25 SUGGEST IMPROVEMENTS FOR COURSE/CURRICULUM CONTENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13 OF RESPONSE BOOKLET
26	COORDINATE CIVILIAN PERSONNEL TRAINING PROGRAM
27	TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
28	RECOMMEND/GIVE PATIENT/FAMILY SUPPLEMENTARY HEALTH EDUCATION PAMPHLETS OR BOOKS
29	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
30	CONDUCT CLASSES FOR GROUPS OF PATIENTS REGARDING CARE OF SPECIFIC DISABILITY/DISEASE
31	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
32	TEACH PATIENT/FAMILY CARE OF SPECIFIC DISEASES/DISABILITIES, E.G. DIABETES, CVA
33	TEACH PATIENT/FAMILY HOME ACCIDENT PREVENTION
34	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
35	ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN
36	TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G. REFRIGERATION, EXPIRATION DATE
37	PROVIDE INFORMATION ON SYMPTOMS/TREATMENT OF DRUG TOXICITY
38	GIVE FIRST AID INSTRUCTION
39	INSTRUCT PERSONNEL ON ACTION TO BE TAKEN FOLLOWING ANIMAL/INSECT BITE
40	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
41	INSTRUCT FOOD SERVICE PERSONNEL ON FOOD SANITATION AND HYGIENE
42	LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
43	LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
44	INSTRUCT ON PERSONAL HYGIENE
45	CONDUCT FIELD SANITATION TRAINING
46	CONDUCT MALARIA DISCIPLINE TRAINING
47	TEACH PERSONNEL USE AND HANDLING OF PESTICIDES
48	TRAIN NON-MEDICAL PERSONNEL IN TREATMENT AND SAMPLING OF SHIPBOARD SEWERAGE
49	GIVE CBR/NBC INSTRUCTION
50	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14
| OF RESPONSE BOOKLET

- 1 | ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
- 2 | MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
- 3 | STORE SUPPLIES
- 4 | STORE INSTRUMENTS
- 5 | VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/
MATERIAL
- 6 | ESTABLISH SUPPLY USAGE RATE
- 7 | UNPACK EQUIPMENT
- 8 | DO SUPPLY/EQUIPMENT INVENTORY
- 9 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
- 10 | DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES
- 11 | DETERMINE IF EQUIPMENT NEEDS REPAIR/SERVICE
- 12 | EVALUATE NEW EQUIPMENT, I.E. USER TEST
- 13 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
- 14 | ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
- 15 | REVIEW REQUISITIONS
- 16 | CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND
KNOWLEDGE OF EQUIPMENT/SUPPLIES
- 17 | CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
- 18 | COORDINATE LOADING AND UNLOADING OF EQUIPMENT
- 19 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL
SUPPLIES/TRAINING AIDS
- 20 | CHECK ELIGIBILITY OF CONTRACTORS
- 21 | APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
- 22 | NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 23 | SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES
- 24 | MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT
- 25 | APPROVE REQUISITIONS

- | TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14
| | CF RESPONSE BOOKLET
-
- 26 | MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/
| SUPPLIES
|
27 | PROJECT COSTS FOR EQUIPMENT NEEDS
|
28 | COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
|
29 | ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
|
30 | ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
|
31 | MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
|
32 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
|
33 | LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION
|
34 | LOG INSPECTION RECEIPT VOUCHER
|
35 | LOG INTERNAL SUPPLY VOUCHER, DD 150
|
36 | LOG LOCAL PURCHASE INFORMATION
|
37 | LOG LOSS OF SUPPLIES AND NOTIFY INVENTORY CONTROL OF LOSS
|
38 | LOG TEMPORARY LOAN CARD
|
39 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST
| ACCOUNTING
|
40 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
|
41 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
|
42 | COMPILE LIST OF APPROVED LOCAL PURCHASE ITEMS
|
43 | COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/
| MAINTENANCE
|
44 | MODIFY EQUIPMENT FOR NON-STANDARD USAGE
|
45 | DO PRE-LAUNDRY RINSE OF LINEN
|
46 | ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
|
47 | PACK AND STORE FIELD MEDICAL SUPPLIES AND EQUIPMENT
|
48 | PICK UP/DELIVER EQUIPMENT
|
49 | DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
|
50 | DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT
| STERILIZATION

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15
| OF RESPONSE BOOKLET

- 1 DRAFT ASSIGNED PROJECT REPORTS
- 2 EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
- 3 PREPARE TECHNICAL INTELLIGENCE COLLECTING PLANS
- 4 REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
- 5 COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 6 EDIT COMMAND DIRECTIVES
- 7 UP-DATE/REVISE COMMAND DIRECTIVES
- 8 MODIFY OR WRITE NEW TECHNICAL PROCEDURES
- 9 DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G.
EVALUATION REPORTS
- 10 DETERMINE CONTENT OF CIVILIAN PERFORMANCE APPRAISAL REPORTS
- 11 INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G.
EVALUATION REPORTS
- 12 DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
- 13 COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
- 14 DEVELOP/REVISE NEC SPECIFICATIONS
- 15 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS
- 16 MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FTNAL
TYPED MATERIAL
- 17 PROOF READ CORRESPONDENCE/PUBLICATIONS
- 18 PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS
FOR USE BY PERSONNEL
- 19 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
- 20 DRAFT OFFICIAL CORRESPONDENCE
- 21 PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/
EQUIPMENT
- 22 PREPARE WORK ORDERS/WORK REQUESTS
- 23 PREPARE REPORTS FOR TRANSMITTAL TO OTHER COMMANDS
- 24 PREPARE INVENTORY REPORTS
- 25 COMPOSE AND PREPARE INSPECTION REPORTS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15
| OF RESPONSE BOOKLET

- 26 | DETERMINE TYPE OF EPIDEMIOLOGICAL REPORT FOR TRANSMISSION
- 27 | PREPARE OCCUPATIONAL HEALTH REPORT (MED-6260-1)
- 28 | PREPARE MEDICAL INTELLIGENCE REPORT (MED-3820-1)
- 29 | PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
- 30 | REVIEW INCOMING MESSAGES/MEMOS
- 31 | WRITE FIELD GUIDES/MANUALS
- 32 | WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES
- 33 | AUTHORIZE EXCUSED/LIGHT DUTIES
- 34 | INTERVIEW/COUNSEL/ADVISE STAFF
- 35 | APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
- 36 | RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
- 37 | REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
- 38 | ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
- 39 | GIVE DIRECT SUPERVISION TO EMPLOYEES
- 40 | GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
- 41 | RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
- 42 | RECOMMEND QUALITY SALARY INCREASES FOR PERSONNEL
- 43 | RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
- 44 | INTERVIEW CANDIDATES FOR EMPLOYMENT
- 45 | REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
- 46 | PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
- 47 | PLAN FACILITY MANNING LEVELS
- 48 | ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
- 49 | MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
- 50 | RECOMMEND THE HIRING/TERMINATION OF PERSONNEL

LEFT PAGE 16 PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS REACH IN LEFT SIDE OF PAGE 16
| OF RESPONSE BOOKLET

- 1 EVALUATE THE PERFORMANCE OF PERSONNEL
- 2 ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
- 3 DETERMINE DUTIES FOR PERSONNEL
- 4 MAINTAIN ATTENDANCE RECORDS
- 5 RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION
- 6 RECOMMEND PERSONNEL FOR EDUCATION/TRAINING
- 7 PREPARE DAILY AND SPECIAL BULLETINS, E.G. PLAN OF THE DAY
- 8 MAINTAIN ALERT LIST
- 9 COMPILE DISASTER CONTROL LIST/CARD
- 10 ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL
- 11 PREPARE WATCH LISTS
- 12 MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 13 PREPARE ANNUAL FINANCIAL PLANS FOR MAINTENANCE AND OPERATION
- 14 MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 15 COORDINATE COST REDUCTION PROGRAMS
- 16 INITIATE COST REDUCTION PROGRAMS
- 17 APPROVE/DISAPPROVE OFFICE PURCHASE REQUESTS
- 18 RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 19 LOG RUNNING EXPENSES/EXPENDITURE OF MONIES
- 20 MAINTAIN A VOUCHER REGISTER, I.E., EXTERNAL SUPPLY

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17
OF RESPONSE BOOKLET

- 1 RULES AND SQUARES
- 2 SLIDE RULE
- 3 ADDING MACHINE
- 4 NUMBERING MACHINE
- 5 DUPLICATOR, E.G. MIMEOGRAPH
- 6 ELECTRIC DESK CALCULATOR
- 7 STENCIL CUTTING MACHINE
- 8 TYPEWRITER
- 9 MOVIE PROJECTOR/ACCESSORIES
- 10 ALLEN WRENCHES
- 11 BAROMETER
- 12 CALIPER
- 13 CARPENTER'S TOOLS
- 14 DRILL, ELECTRIC
- 15 FABRIC/LEATHER WORKERS HAND TOOLS
- 16 FIELD STERILIZER
- 17 TARPAULINS CANVAS
- 18 TENT, FIELD, ALL TYPES
- 19 MAPS
- 20 PLASTIC HEAT SEALER
- 21 WATER BUFFALO
- 22 LYSTER BAG
- 23 CAMERA 35MM
- 24 ELECTRIC SOLDERING GUN
- 25 EMERGENCY LIGHTING, BATTERY POWERED

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17
| OF RESPONSE BOOKLET

- 26 | FILM SPLICER
27 | GAS HEATER 24V
28 | FIELD POWER GENERATOR, PORTABLE
29 | GENERATORS, EMERGENCY POWER, STATIONARY
30 | GRINDER, HAND AND ELECTRIC
31 | LIGHT, ULTRAVIOLET, SPECIMEN EXAMINING
32 | LANTERN GASOLINE COLEMAN
33 | RIPPING AND CROSS CUT SAWS
34 | SPRAY PAINTING EQUIPMENT
35 | GAUGES ALL TYPES
36 | GOOGLES, RADIATION PROTECTIVE
37 | RADIACT TRAINING KIT
38 | TRAY, ANTIDOTE (POISON)
39 | POCKET DOSIMETER
40 | POCKET DOSIMETER CHARGER
41 | DT-60
42 | DT 60 READER, E.G. CP-95
43 | FILM BADGE
44 | DENSITOMETER, E.G. MCBETH GN-304
45 | ANTI-C COVERALLS
46 | ANTI-C HOOD
47 | FACE SHIELD, RADIATION
48 | AIR FILTER RESPIRATOR
49 | EYE DRESSING TRAY
50 | SHOE COVERS

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18
| OF RESPONSE BOOKLET

- 1 | WATERPROOF ANTI-C CLOTHING
2 | WAR GASES DETECTION KIT
3 | INDUSTRIAL GASES DETECTION KIT
4 | AUDIOMETER, MANUAL
5 | AUDIOMETER, AUTOMATIC
6 | IMMUNIZATION KITS
7 | SYRINGE/NEEDLES
8 | MULTIPLE INJECTION JET IMMUNIZATION GUN
9 | SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS)
10 | STETHOSCOPE
11 | INSECT NET
12 | RESPIRATOR (GAS MASK)
13 | AEROSOLERS
14 | ATOMIZER
15 | ENTOMOLOGICAL SURVEY KIT
16 | INSECTICIDE RESISTANCE DETERMINATION KIT
17 | KIT INSECTICIDE SUSCEPTABILITY
18 | SYRETTES
19 | LIGHT TRAPS
20 | ROTARY DUSTER
21 | INSECT SPECIMEN MOUNTING EQUIPMENT
22 | TICK DRAG
23 | SPRAYER, HAND
24 | HAND DUSTER
25 | THERMAL FOGGER

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18
| OF RESPONSE BOOKLET

- 26 | PESTICIDE RESISTANT CLOTHING
27 | MATTRESS AUTOCLAVE
28 | SPRAYER-DUSTER (MOTORIZED)
29 | COLD FOGGER
30 | SHOTGUN
31 | FLY COUNTING GRID
32 | GAME RIFLE, SMALL BORE
33 | AIR TURBINE
34 | AERIAL SPRAY EQUIPMENT
35 | FUMIGATION EQUIPMENT
36 | MASS DELOUSEING EQUIPMENT
37 | OUTDOOR SPRAY EQUIPMENT
38 | PORTABLE POWER DUSTERS
39 | SPRAYERS, HAND OPERATED, PORTABLE
40 | SPRAYERS VEHICLE MOUNTED
41 | GAS BURNERS, E.G. BUNSEN
42 | WATER TESTING KIT (POISON)
43 | COLOR COMPARATOR
44 | DISSECTING INSTRUMENTS
45 | COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN)
46 | FOOD TESTING KIT
47 | GLASS SLIDES/COVERS/COUNTING CHAMBERS
48 | HOLDER, FLASK, WAX BOILING
49 | MILK TESTING KIT
50 | LAMP ALCOHOL

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
| | OF RESPONSE BOOKLET

- | | |
|----|---|
| 1 | PIPET |
| 2 | FREEZER |
| 3 | REFRIGERATED SHIPPING BOX |
| 4 | THERMOMETER LABORATORY |
| 5 | TIMER, LABORATORY |
| 6 | VAPOUR DETECTOR KIT |
| 7 | VOLUMETRIC GLASSWARE (OTHER THAN BURETS AND PIPETS) |
| 8 | WATER STERILIZING KIT |
| 9 | WATER TESTING KIT |
| 10 | WET BULB THERMOMETER |
| 11 | GLOVES, ASBESTOS |
| 12 | PHARMACEUTICAL BALANCE CLASS A |
| 13 | PHARMACEUTICAL BALANCE CLASS B |
| 14 | MICROFILTRATION SYSTEM |
| 15 | AUTOPSY INSTRUMENTS |
| 16 | VACUTAINER BLOOD COLLECTING SYSTEM |
| 17 | FLUORIMETER |
| 18 | MICROPIPETTE |
| 19 | BIOLOGICAL IDENTIFICATION KEYS (ANIMAL) |
| 20 | BIOLOGICAL IDENTIFICATION KEYS (PLANT) |
| 21 | TUBE AGITATOR/MIXER/SHAKER |
| 22 | ANALYTICAL BALANCE |
| 23 | AUTOMATIC PIPETTING MACHINE |
| 24 | BOTTLE WASHER |
| 25 | CENTRIFUGE, LABORATORY (FLOOR MODEL) |

RIGHT PAGE 19 PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19
| OF RESPONSE BOOKLET

- 26 | COLONY COUNTER
27 | CYLINDER ACETYLENE
28 | DISTILLING APPARATUS, WATER
29 | LABORATORY STIRRER-HOT PLATE
30 | GLASS WASHER/DRYER
31 | HOT PLATE
32 | HUMIDIFIERS
33 | INCUBATORS LABORATORY
34 | LIGHT INTENSITY METER
35 | MAGNAVIEWER
36 | MAGNIFYING LAMP/HAND MAGNIFIER
37 | OPERATING MICROSCOPE, E.G. ZEISS, DIPLOSCOPE
38 | STEREO MICROSCOPE
39 | DISSECTING MICROSCOPE
40 | PHOTOGRAPHIC MICROSCOPE
41 | LABORATORY MICROSCOPE (LIGHT)
42 | DARKFIELD CONDENSOR
43 | WHITEFIELD CONDENSOR
44 | ULTRAVIOLET MICROSCOPE
45 | ULTRAVIOLET LAMP, DERMATOLOGY (DIAGNOSTIC)
46 | OVEN DRY HEAT
47 | PH METER
48 | RADIACTIVE METERS
49 | SUCTION/VACUUM PUMP
50 | PROPANE TORCH, HAND

TURN PAGE

LEFT PAGE 20 PREVENTIVE MED TASK BOOKLET

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20
| OF RESPONSE BOOKLET

- | | |
|----|--------------------------------------|
| 1 | WATER HEATER |
| 2 | AUTOCLAVE, DRY HEAT |
| 3 | AUTOCLAVE, GAS |
| 4 | AUTOCLAVE, STEAM |
| 5 | WATER BATH WITH THERMOSTAT |
| 6 | DRYING OVEN |
| 7 | FLASK SHAKER |
| 8 | BLOOD REFRIGERATOR |
| 9 | BACTERIOLOGICAL HOOD |
| 10 | ANAEROBIC INCUBATOR |
| 11 | CO ₂ INCUBATOR |
| 12 | PHASE ILLUMINATION MICROSCOPE |
| 13 | HD-251/UD AIR SAMPLER, E.G. CADILLAC |
| 14 | PORTAVAC AIR SAMPLER |
| 15 | IC/T2-FD AIR SAMPLER |
| 16 | T-289 AIR SAMPLER |
| 17 | IC-T2-PA AIR SAMPLER |

END OF TASK BOOKLET